eVA Integration Design Team

Meeting Minutes
January 24, 2005

Opening:
The meeting of the eVA integration workgroup was called to order at 10:00 A.M. on 1/24/2005 in Richmond.

Present:

Rachel Pace, CWM (phone)	Marion Lancaster, DGS
Maria Hatcher, DGS	Carrie Gillotte, GMU (phone)
Lynette Jenkins, CWM (phone)	Parvin Mirshahi, DGS
William Robbins, CWM (phone)	Tom Ward, GMU (phone)
Linda Orr, CWM (phone)	

A.   Approval of Agenda
        Informal agenda

B.   Approval of Minutes
        Minutes not available to be reviewed

C.   Issues

    Open Issues
    See separate issues document

    Closed Issues
    No issues closed at this session

D.   New Business

    1.   eVA Integration Technical Design Specs Status:
        • CGI-AMS provided COVA with a rough draft of the specs today.
        • Marion mentioned discussing with Jan the possibility of having a fixed length for the eVA PO number and the fiscal year to be included as part of the PO number. This proposal needs to be discussed with CGI-AMS.

    2.   Issues List Status:
        • New issue identified today. How are messaging routed if any of the systems, (Banner, BizTalk, eVA) are down? The number assigned to this issue is 33. Please see issues document list for more details.
        • The group reviewed the SCT discussion items list compiled by Rachel to be provided to SCT before the meeting on February 2, 2005. Positive feedback was received from the group and additional items were identified to be included in the list. Rachel will update the list; provide it to the group for review before submitting the final list to SCT (Jim Dye).

    3.   GMU Hosting SCT Meeting:

*** Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.

- Carrie Gillotte reported that the date has been confirmed with SCT. The firm schedule date is Wednesday, February 2, 2005 from 10:00 a.m. to 2:00 p.m.
- The meeting will be held at GMU – Prince William county campus. Carrie will send directions to Maria to distribute to the group.
- Carrie will send email to the other schools (i.e. VATECH, VCU, MWU) inviting them to the meeting.
- The meeting can also be attended via conference phone. Mike Little from ODU is planning to attend via conference phone.
- The following people are planning to attend from CMW: Berni Kenney, Rachel Pace, Linda Orr, Will Robbins and Lynette Jenkins.
- The following people are planning to attend from ODU: Jerri Kemp, Dan Rogerson.
- The following people are planning to attend from DGS: Jan Fatouros, Marion Lancaster, Maria Hatcher and Nancy Davis. Parvin Mirshahi plans to attend via conference phone.
- Lunch will be provided by SCT; therefore a count is needed from each school of how many people are planning to attend in person and by conference phone. The information should be sent to Carrie.
- Rachel will take the lead at the meeting. She will prepare power point presentations which will include a high level workflow of the entire integration process.
- Carrie will provide a laptop and a projector.

4. Weekly Integration Meeting Schedule:
- Next meeting 1/31/2005

Open Action Items

Old:
1. Update work breakdown structure (Marion Lancaster)
2. Draft scope and objective (Marion Lancaster)
3. Develop rough draft of project plan (Marion Lancaster)
4. Develop performance, quality assurance, and change management plans (Marion Lancaster)
5. Document of software cost to CWM (Berni Kenney)
6. Answer to Mike's question "has AMS signed non-disclosure paperwork with SCT?" (Marion Lancaster)
7. Ask AMS how the system knows to send DO (EP) transactions and not PCO transactions at purchase order exit point? (Marion Lancaster)

Closed Action Items
1. Ask AMS if Preferred Order Method (Print or URL) is available on integration? (Marion Lancaster)
   Answer: Can be provided to Banner on the PO confirmation if SCT XML has field to accept value.

2. Ask AMS when draft of the Technical Design document will be available (Marion Lancaster).
   Answer: Received rough draft this week.

Prepared by Maria F. Hatcher

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